

STEP #5 ISSUE CO

1. Review ALL Permits

- Re-review the list of permits required for your project. The list was attached to your "Approved" plans to determine that all permits have been issued
- Review ALL permits issued for your project and make sure that they have been finalized

2. Call for Final Inspections

- Final Building Inspection

3. Issue Certificate of Occupancy

- Issue the Certificate of Occupancy (CO)
- Display the Certificate of Occupancy

4. Congratulations

- **You are done!!!**

The permit process can be very complex. We strongly urge you to take advantage of our consultation and preliminary review services. Our consultation and preliminary review services are scheduled through our Office of Economic Development representative. Call 333-6806 for an appointment.

<u>Agency</u>	<u>Phone Number</u>
Civil Engineering	333-6803
Electrical Inspection	333-3881
Fire Prevention	333-4522
HVAC Inspection	333-3980
Plumbing Inspection	333-3892
Structural Inspection	333-3897
Water Engineering	333-6804
Zoning	333-3887
Other Agencies	
Economic Development	333-6806
Landmarks Commission	333-3672
Housing Inspection	333-3865
Health Department	225-4395
Well Field	333-3725

City of Dayton
Division of Building Inspection
371 West Second Street

Office of Zoning Administration



Building and Business Owners

5-Step Development Guide



City of Dayton
Division of Building Inspection
371 West Second Street
(937) 333-3883

Office of Zoning Administration
371 West Second Street
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5-Step Development Guide

Obtaining a building permit can be one of the most confusing and frustrating processes one may ever experience if you are not properly prepared. You have probably heard horror stories about getting a permit. These stories may even make you consider doing construction work without a permit; however, it is far easier in the long run to call us and obtain a permit. This pamphlet is not intended to be an all-inclusive map of the entire permitting process; however, it is an easy-to-read overview that outlines the major steps from building selection to issuance of the Certificate of Occupancy.

STEP #1 PREPARATION

1. Site Research

- Survey the general area
- Survey the building
- **Do NOT** sign a lease or close on the property yet!!!

2. Research the Codes

- Zoning requirements
 - Zoning district requirements
 - Pre-application meeting
 - Site design submission requirements
 - Parking and landscape requirements
- Building code requirements
 - Change of use issues
 - Sprinkler system requirements
 - Special locking systems
 - Fire alarm systems
 - ADA requirements

3. Construction Documents

- Have your design professional prepare the plans and specifications
- Request a preliminary plan review especially for complex projects
- Allow adequate time for the plan review process

STEP #2 PREPARATION

1. Permit Application

- Submit plans
 - Fill-out the permit application completely
 - Pay plan processing fee

2. Follow-up Information

- Retain key follow-up information
 - Address of the project
 - Permit number

STEP #3 PLAN REVIEW

1. Plans are Routed & Reviewed

- Plans are sent for review and approval to various agencies
 - Zoning & Well Field
 - Civil Engineering
 - Water Engineering
 - Fire Prevention
 - Structural
 - Plumbing
 - HVAC
 - Electrical

2. Double-Copy Plans

- The notes on the various copies of the plans are reduced to a “Job Site” and an “Office” set of the plans

3. Permit Issued

- Applicant Notified
 - Advise applicant of permit fee amount
- Permit Issued
 - Applicant/contractor pay (cash, check or credit/debit card) for the permit

STEP #4 INSPECTION

1. Begin Construction

- Review “Approved” plans prior to beginning construction
- Review the list of permits required for your project
- Keep “Approved” plans on site

2. Call for Required Inspections

- Review inspection requirements
- Call appropriate inspection agency to schedule your inspection. See phone numbers on the other side of the pamphlet.